

This flyer will demonstrate how to order venipuncture and capillary draw orders in the ambulatory office setting.

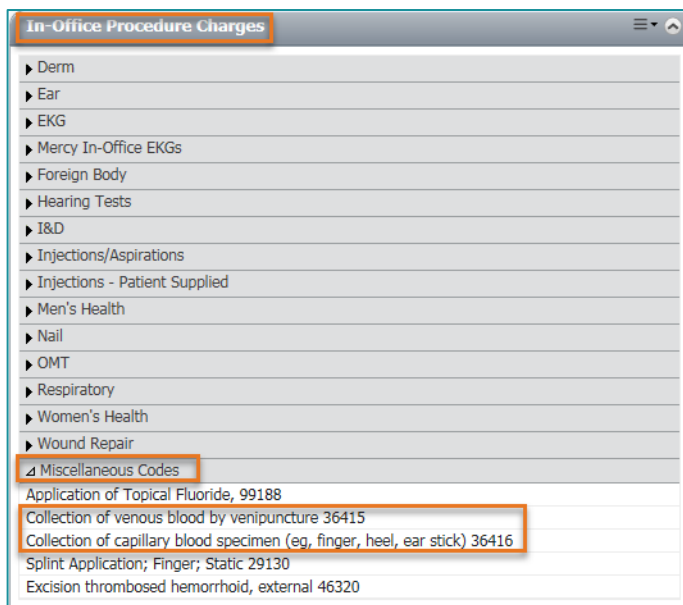
## In-Office Blood Draw Charges

Charges for venipuncture and capillary specimens are located within the **In-Office Procedure Charges** component on the Quick Orders Page.

When placing orders, ensure that you are on the correct FIN.

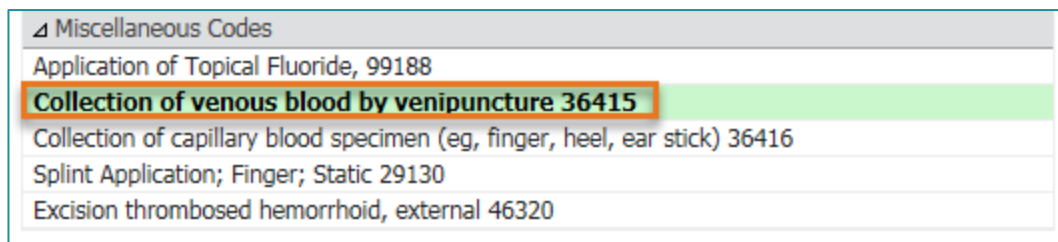
### ➤ Locating the order

- Within the In-Office Procedure Charges component, locate the **Miscellaneous Codes** section.
- Orders for venipuncture and capillary specimens are located in this band.



### ➤ Placing the order

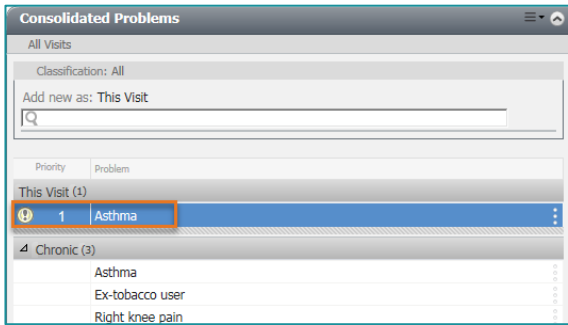
- Click the order (it will turn green).



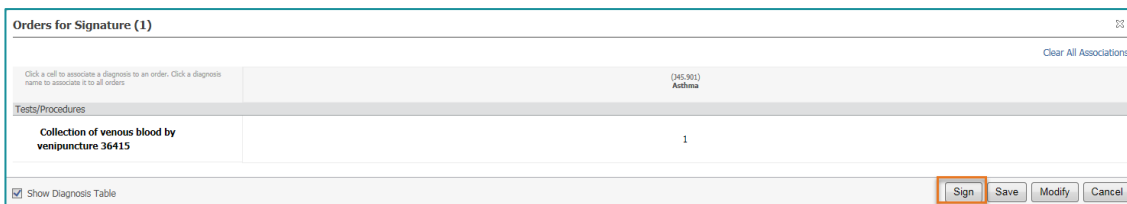
- The order will display with a number in the signature tray.



- Select the diagnosis in the **Consolidated Problems** component, it will display in blue.

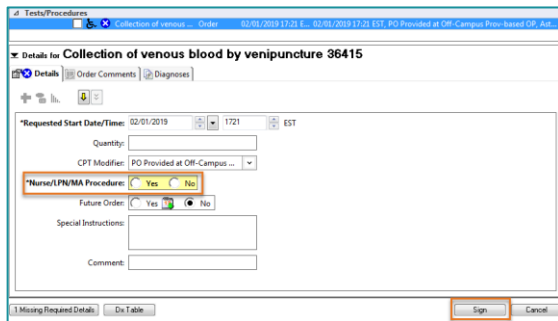
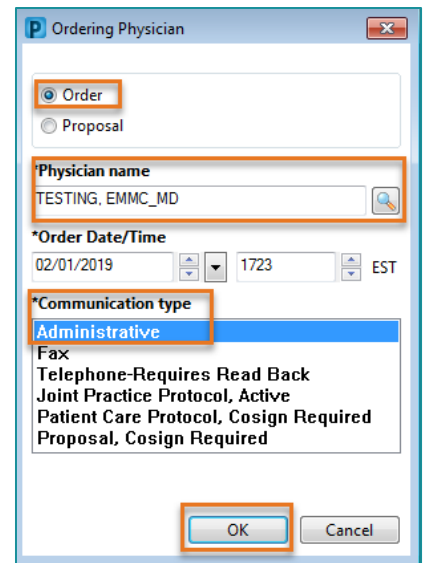


- Click the signature tray.
- Select **Sign**.



➤ **Communication Type**

- The Ordering Physician box will appear.
- Select **Order**.
- Type in the provider name.
- Select **Administrative** for the communication type.
- Select **OK**.
- Fill in the missing detail of Nurse/LPN/MA Procedure and **Sign**.



**NOTE:** This process is for venous and capillary specimens performed in the office.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.